

Supervisory Information Technology Specialist

Job Title:Supervisory Information Technology Specialist

Agency:Environmental Protection Agency

Job Announcement Number:CI-R7-MP-2017-0007

SALARY RANGE: \$117,519.00 to \$152,780.00 / Per Year

OPEN PERIOD: Monday, December 5, 2016 to Friday, December 16, 2016

SERIES & GRADE: GS-2210-15

POSITION Full-time - Permanent

INFORMATION:

PROMOTION 15

POTENTIAL:

DUTY LOCATIONS: 1 vacancy - Lenexa, KS, US

WHO MAY APPLY: You may apply if you:

1-Work in the commuting area of Lenexa, KS as a current federal employee with competitive status; are reinstatement, non-competitive appointment, ICTAP or EPA CTAP eligible;

OR

2-Live anywhere as: a preference eligible veteran or honorably discharged from the armed services after 3-years or more of continuous active service; or Public Health Service Officer.

Public Trust - Background Investigation

SECURITY

CLEARANCE:

SUPERVISORY

STATUS:

Yes

JOB SUMMARY:

[About the Agency](#)

Earth Day is every day at EPA! At EPA, you can protect human health and the environment of all Americans, and you'll discover that EPA is one great place to work! We offer great benefits and work flexibilities, and our diverse workforce connects to more than just a career--we share a common passion to promote a cleaner, healthier environment. Discover how exciting safeguarding our natural

resources and protecting human health can be. Find yourself at EPA.

Except in special circumstances, those new to the federal government will be hired at the starting salary (step 1) of the applicable grade range listed above.

This position is located in Region 7, Office of Policy and Management, R7 Information Technology in Lenexa, KS.

For more information on this office, visit their website: www.epa.gov/region7

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- If you are selected, a pre-employment background check is required.
- You must submit resume and required documents (See How to Apply)
- You may be required to travel 1 to 5 days per month.
- You must be a U.S. citizen.

DUTIES:

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You will:

-Plan, organize, and direct the activities of the branch. Responsible for the full range of Information Technology and Information Resources services including operation of the Region 7 Datacenter; management of the Region 7 Local Area Network (LAN) and LAN-based services such as electronic mail and access to the internet; operation of the R7 Business Center which includes the Help Desk; telecommunications operation and administration. Responsible for implementing the Agency's Information Resources Management (IRM) policy, for developing and implementing an information security program in the Region.

-Direct, coordinate, and oversee work through team lead. Advise staff regarding policies, procedures, and directives. Select candidates for subordinate non-supervisory positions. Appraise performance of employees supervised. Approve expenses comparable to within-grade increases, extensive overtime,

and employee travel. Recommend awards and changes in position classification. Hear and receive group grievances and employee complaints of employees. Initiate action to correct performance or conduct problems performance or conduct problems and review and/or approve serious disciplinary actions. Review developmental needs and make decisions in training needs. Encourage self-development. Approve leave and ensure adequate coverage in branch through peak workloads and traditional holiday vacation time.

-Establish, develop, and maintain effective working relationships with regional officials and into EPA Headquarters. Meet with key customers and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve significant problems that arise. Participate in special projects and initiatives and performs special assignments. Determine appropriate recommendations for unresolved or questionable problems and perform follow-up. Research and determine or recommend appropriate actions or interpretation of issues that impact organization. Division, Region, or Agency.

-You will spend less than 25% of your work time on contracts management.

QUALIFICATIONS REQUIRED:

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You do not need a degree to qualify for this position.

You must have IT-related experience demonstrating each of the four competencies listed here:

1) Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

2) Customer Service - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

3) Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical,

sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

4) Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

We are looking for at least one year of specialized experience related to this position as described below:

To qualify for the GS-15 level, you need to have at least one year of full time experience equivalent to the GS-14 level defined as evaluating new technologies that lead to improvement in the agency's system design and development; delivery of high quality information systems; communicating technical information to management and experience supervising a team.

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas:

- Knowledge of software engineering principles, programming methodologies and database design concepts for information system development.

- Knowledge of basic information security concepts requirements.

- Ability to plan, organize, and direct a variety of programs and administrative functions and activities.

- Knowledge of federal agency human resources, practices, administrative procedures, and equal employment/diversity programs.

- Knowledge of the concepts, principles, and practices of Information Management and Information Technology and its applicability in supporting EPA's mission.

- Ability to communicate with staff, managers, senior managers, internal and external clients to provide information on IT systems, processes, innovations, hardware and software support, etc.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

This position is designated as High Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

You must meet time in grade requirements no later than 30 calendar days after the closing date of this announcement.

If you are selected, you will be required to complete a Confidential Financial Disclosure Form prior to your first day of employment and annually thereafter.

HOW YOU WILL BE EVALUATED:

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications Section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the on-line assessment. Your responses to the on-line assessment will be used to measure the degree to which your background matches the requirements for the position and an applicable score assigned.

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your qualifications and eligibility and notify you if you meet minimum qualification requirements.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should clearly show possession of these

competencies.

To preview questions please [click here](#).

BENEFITS:

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You can review our benefits at: https://help.usajobs.gov/index.php/Pay_and_Benefits

Join EPA in protecting human health and the environment and enjoy many work life quality options! Working for the EPA offers you a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees. To find out more visit

[Benefits](#). To learn more about us, visit [Life and Careers at EPA](#).

OTHER INFORMATION:

This position is not in the bargaining unit.

Are you a Displaced Federal Employee? If so, please read the Required Documents and visit the EPA website for additional information: <http://www.epa.gov/careers/epa-job-vacancy-announcements-policies-and-procedures>

EPA participates in e-Verify. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees. For additional information: <http://www.epa.gov/careers/epa-job-vacancy-announcements-policies-and-procedures>

It is the policy of the Government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. Information about an individual's employment experience will be used only to determine the person's qualifications and to assess his or her relative level of knowledge, skills, and abilities. Although an individual's personal conduct may be relevant in any employment decision, including conduct during periods of unemployment or evidence of dishonesty in handling financial matters, financial difficulty that has arisen through no fault of the individual will generally not itself be the basis of an unfavorable suitability or fitness determination. For more information, visit

https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf .

This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

If you have part-time work experience, read this: (<http://www.epa.gov/careers/epa-job-vacancy-announcements-policies-and-procedures>)

Position has portable work and selectee may be eligible to telework.

If you are selected, travel, transportation, and relocation expenses will **not** be paid by EPA. Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

HOW TO APPLY:

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You are strongly encouraged to read the entire announcement before you submit your application for this position.

To begin the application process, click the Apply On-line button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire. To be considered, you must submit a complete application package by 11:59 PM Eastern time on the day the announcement closes.

All required supporting documents will be collected electronically via the USAJobs document portfolio feature.

If you cannot apply on-line, you must contact the Human Resources Office listed to the right for assistance no later than three business days prior to the closing date of this announcement. You must provide complete application materials by the day the announcement closes.

For detailed instructions to assist you in ensuring your application package is received, go to <http://www.epa.gov/careers/epa-job-vacancy-announcements-policies-and-procedures>

REQUIRED DOCUMENTS:

Documents to be submitted on-line:

--Resume clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section. In describing your experience, you need to be clear and specific. We may not make assumptions regarding your experience.

--Responses to the on-line assessment questionnaire.

--Veterans' Preference Documents - DD-214 Member 4 copy (or other copy indicating character of service), VA letter stating overall/combined disability rating (percentage), and SF-15, if applicable; active duty service members: submit certification from the armed forces documenting active duty dates, expected discharge/release date, campaign medals/badges, and character of service (a certification is any written document from the armed forces that certifies you are expected to be discharged/released from active duty service in the armed forces under honorable conditions within 120 days after you submit the certification).

--Displaced Federal employees under ICTAP/CTAP - copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, tenure, and duty station.

--Current and Former Federal Employees: You are required to submit a Notification of Personnel Action (SF-50) indicating your status eligibility. This SF-50 should include your Position Title, Pay Plan, Occupational Code, and Grade or Level. If you are a current temporary/term employee who previously held a status Federal position, you need to submit your SF-50 which shows your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.

--Current EPA Employees: You are encouraged to submit a Notification of Personnel Action (SF-50). If you fail to provide an SF-50, we will access your Federal employment records in eOPF to verify your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.

--If you are applying for a noncompetitive appointment, you'll need to submit additional documents to prove your eligibility to apply to this vacancy announcement. If you want to learn more about noncompetitive appointments, visit OPM's web site:

<http://www.opm.gov/employ/students/fedhire.asp#authorities>

If you want to know more about submitting documentation to our office, visit EPA's web site:
<http://www.epa.gov/careers/epa-job-vacancy-announcements-policies-and-procedures>

AGENCY CONTACT INFO:

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WHAT TO EXPECT NEXT:

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJobs that your submission was successful, once we have received your on-line occupational questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your education. If you are selected, you will be contacted personally by the human resources office posting this announcement.